

The PLCB Supplier Registration process for Goods & Services Suppliers is being automated. With Release 1 of Project New Horizon, prospective non-merchandise suppliers will need to submit an online Supplier Registration form to participate in competitive bids for projects, receive contract payments from the PLCB or to receive PLCB grant funding.

Once a Supplier Registration form has been submitted, the form will be reviewed by the Vendor Data Management Unit (VDMU) within the PLCB. If issues are identified, you, the prospective supplier, may receive a request for additional information or corrections to the registration form to be resubmitted for review. When the Supplier Registration is approved, a supplier record will be created and you will receive a link to the new Oracle Supplier Portal to provide additional information such as banking details, as well as be able to enter invoice information and to view order information and details about payment status and transaction history.

This lesson is focused on the initial Supplier Registration process for non-merchandise suppliers.

The process for registering as a supplier is as follows:

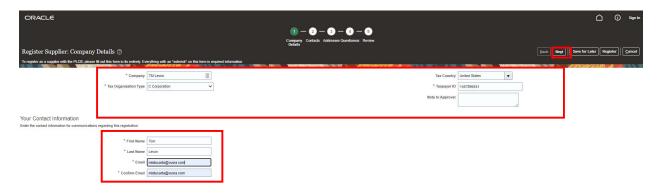
- Suppliers can find the Supplier Registration link at: <u>https://www.lcb.pa.gov/JoinOurTeam/Pages/ERP-Resources-for-Goods-and-Services-Suppliers.aspx</u>
- 2. Select the **Supplier Registration link**. Complete and submit the Supplier Registration form.
- 3. The registration process has five steps. The first is to add information about your company and primary contact.
 - a. Enter the name of your company in the Company field
 - b. Select the tax organization structure from the list in the Tax Organization Type field
 - c. Select the country you are registered in from the **Tax Country** list
 - d. Enter your Tax Identification Number (TIN) in the **Taxpayer ID** field (mandatory)

Note: Validate your TIN. Providing an invalid TIN will result in the return of your registration to you for correction.

- 4. Enter contact information for the primary person to receive notifications regarding this registration. This is also the person that will be set up to receive access to the Supplier Portal when the registration is approved.
 - a. Enter the first name of the primary contact in the First Name field
 - b. Enter the last name of the primary contact in the Last Name field
 - c. Enter the primary contact email address in the **Email** field
 - d. In the **Confirm Email** field, re-enter the email address of the primary contact
 - e. Select Next

Note: Fields marked with an asterisk (*) are mandatory.





- 5. Confirm the contact has been added.
 - a. Select Next



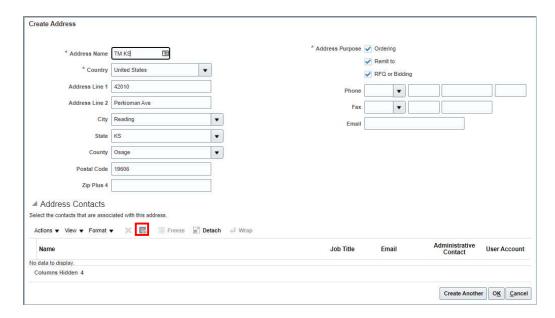
- 6. Add address information for your company.
 - a. Select +



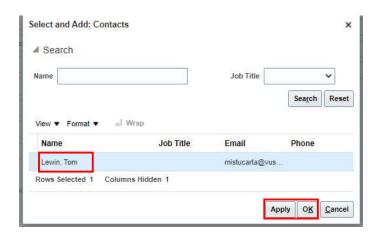
- 7. Add your company address(es). The PLCB requires an address for the following purposes: 1) to receive purchase orders, 2) for remittance of payments, and 3) to send RFQs/opportunities to bid. The same address may be used for all of these purposes, or you may add different addresses. For each address entered, identify the address purpose.
 - a. Enter a name to identify the address in the Address Name field
 - b. Select the country where the address is located in the **Country** field
 - c. Enter the street address in the Address Line 1 field
 - d. Enter additional address information in the Address Line 2 field
 - e. Select the city name in the **City** field (you may start entering the name or use the list)
 - f. Select the state abbreviation in the State field
 - g. Enter the postal code associated with the address in the Postal Code field



- 8. Address Purpose (you must check at least one box).
 - a. Check the box for Ordering
 - b. Check the box for Remit to
 - c. Check the box for RFQ or Bidding
- 9. From Address Contacts, select the Select and Add button.



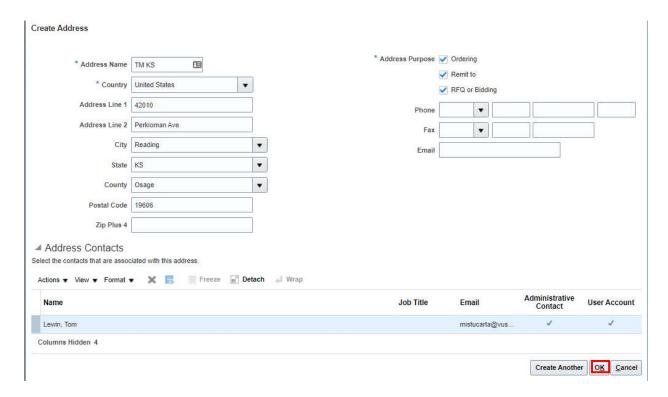
- 10. Select contact line to add.
 - a. Select Apply and then OK



Note: It is important to link the supplier contact to the address, as the information provided will determine who will receive the supplier portal access link.



11. Select **OK** to move on to the next step or **Create Another** if additional addresses are required.



12. Select **NEXT** to move on to the Questionnaire.



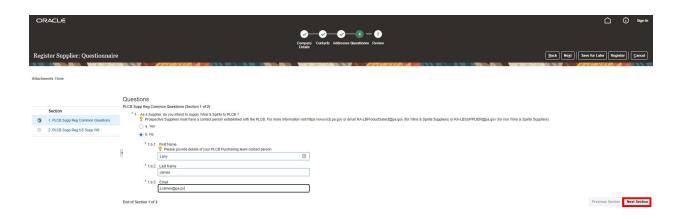
Every supplier needs to complete the Questionnaire to determine if they are a Wine, Spirits & Accessories Supplier (Merchandise Supplier) or a Goods & Services Supplier (Non-Merchandise Supplier). Subsequent questions will depend on this initial answer.

This lesson focuses on Non-Merchandise Suppliers.

Note: Questions marked with an asterisk (*) are mandatory.

- 13. Select the appropriate response to *Question 1* to determine if you are a Merchandise Supplier (select **Yes**) or a Non-Merchandise Supplier (select **No**).
 - a. 1.a.1. Enter the first name of your PLCB contact in the First Name field
 - b. 1.a.2. Enter the last name of your PLCB contact in the **Last Name** field
 - c. 1.a.3. Enter the email address of your PLCB contact in the **Email** field
 - d. Select Next Section

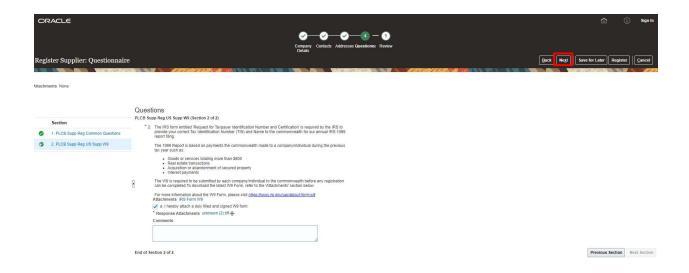




14. Whether you will see the Domestic or Foreign Supplier Questionnaire is based on how you completed the **Tax Country** and **Taxpayer ID** fields on the Company Details page.

If you are a foreign supplier (Tax Country is not the U.S.), skip to step 15. If you are a domestic supplier (Tax Country is the U.S.), follow these instructions.

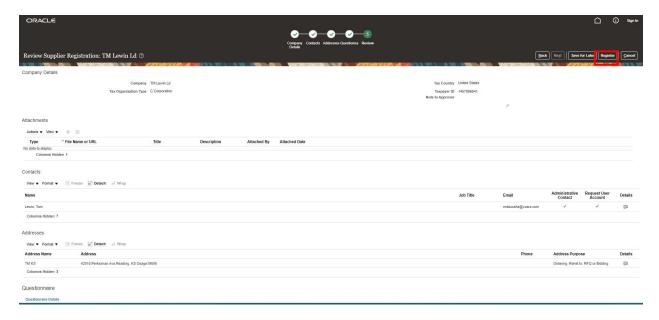
- a. Complete an IRS Form W-9
- b. Check the **box** acknowledging you have attached it to the registration
- c. Select + to upload and attach the completed form to the registration
- d. Select **Next** to go to the review step (shown in step 16)



- 15. If you are a foreign supplier complete the following steps.
 - a. Complete the appropriate IRS Form W-8
 - b. Check the **box** acknowledging you have attached it to the registration
 - c. Select + to upload and attach the completed form to the registration
 - d. Select **Next** to go to the review step



- 16. Review your Supplier Registration form to ensure it is complete.
 - a. Select Register to submit your registration for review by the PLCB



- 17. You will receive a confirmation that your Supplier Registration form has been submitted.
 - a. Select OK





18. Your registration will be reviewed by the PLCB. If there are issues with your TIN, or if the PLCB needs additional information or corrections, they will email you to update your registration form. If your registration request is approved, you will receive an email with a link to the new Oracle Supplier Portal where you can add additional information such as banking details, as well as enter invoices and view purchase orders and payment information.